



DEFENSE LOGISTICS AGENCY
DEFENSE CONTRACT MANAGEMENT COMMAND
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17. BELVOIR, VIRGINIA 2208-221



IN REPLY
REFER To AQOD

SEF'171W

MEMORANDUM FOR COMMANDER, DEFENSE CONTRACT MANAGEMENT
DISTRICTS

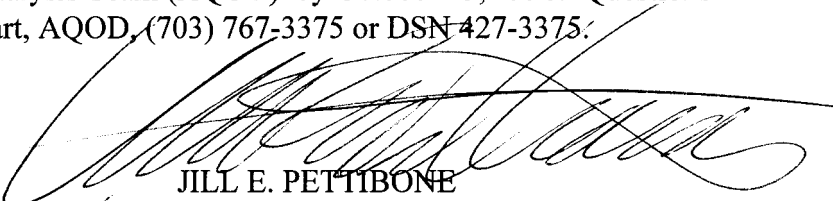
SUBJECT: Preaward Surveys For Defense Fuel Supply Center (DFSC)

DFSC recently raised a concern on the timely processing of requests for preaward surveys for DFSC contracts. The problem DFSC is concerned about is that they have heard complaints that DCMC Quality Assurance Representatives (QARs) are receiving requests for preaward surveys late. DFSC would like DCMC to review the DCMC process for distribution of the requests for preaward surveys to determine what could be done to ensure the DCMC QARs receive DFSC requests for preaward surveys timely.

Please send this to your Preaward Survey Managers who do the most preaward surveys for DFSC and ask for their input on the following:

- a. Does DFSC allow sufficient time to do preaward surveys?
- b. Is the time period from request of the preaward survey (that is, the date in block 9 of the Standard Form 1403) to receipt of the request by the Preaward Survey Manager excessive? If so, what is causing the delays?
- c. Is the time period from receipt of the request by the Preaward Survey Manager to the date the survey is required by DFSC (that is, the date in Block 10 of the Standard Form 1403) too short?
- d. What approximately is the average time period from receipt of the DFSC preaward survey request by the Preaward Survey Manager to receipt of the DFSC preaward survey request by the QAR?
- e. How is the DFSC request sent from the Preaward Survey Manager to the QAR (for example: U.S. Mail, fax machine, or electronically)?
- f. How is the DFSC request sent from the DFSC requester to the Preaward Survey Manager (for example: U. S. Mail, fax machine, or electronically)?
- g. Do your QARs think they are receiving DFSC requests for preaward surveys late?
- h. What should be done, if anything, to ensure that the DCMC QARs receive DFSC requests for preaward surveys timely? By DCMC? By DFSC?

Please consolidate the inputs you receive into a District response and provide it to the Contractor Capability and Proposal Analysis Team (AQOD) by October 25, 1996. Questions may be directed to Mr. Steven W. Swart, AQOD, (703) 767-3375 or DSN 427-3375.



JILL E. PETTIBONE
Executive Director
Contract Management Policy

